



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Senior Payroll Clerk 8:00 am to 4:00pm [Classified Competitive]			Salary W09 \$33,625.65 - \$46,791.75
Posting Number 281-22	Position Number 036223; 100475; 091072	Number of Positions 3	Posting Period * From: 03/18/2022 To: 04/01/2022
Location: Greystone Park Psychiatric Hospital 59 Koch Ave Morris Plains, NJ 07950			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
Under the direction of the Supervisor of Personnel Records and Payroll Processing performs complex clerical work involved in the review, verification, and preparation of payroll and or payroll personnel records. Prepares regular, supplemental and overtime payrolls, which requires the ability to make arithmetic calculations quickly and accurately by hand or with electronic calculators. Assist employees in completing and processing forms and application relating to payroll deductions, benenfit time balances and record changes. Ensures all payroll practices are in accordance to applicable rules, regulations, and procedures are adhered to.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
EDUCATION: One (1) year of experience in work involving processing payroll, or payroll and personnel activities. LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.			
IMPORTANT FILING INSTRUCTIONS			
If interested in this position, you can reply in one of two ways: <ul style="list-style-type: none"> • Forward the required documents electronically to: PST.GPH@doh.nj.gov • Mail the required documents to: Michelle Battle, Personnel Assistant 2 Greystone Park Psychiatric Hospital Reference Posting #281-22 New Jersey Department of Health 59 Koch Avenue Morris Plains, NJ 07950-4400 <div style="float: right; text-align: right;"> Required documents: <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p> </div>			

-
- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*